

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DODE04423026**
POSITION NO: **936198**
POSITION TITLE: **Administrative Services Officer**

DATE POSTED: **03/10/22**
CLOSING DATE: **03/23/2022 by 5 PM**

DEPARTMENT NAME / WORKSITE: **Office of Special Education & Rehabilitation Services / Dine Education / Window Rock, AZ**
WORK DAYS: **Mon - Fri** REGULAR FULL TIME: ☒ GRADE/STEP: **BQ64A**
WORK HOURS: **40** PART TIME: ☐ NO. OF HRS./WK.: **\$ 45,226.08 PER ANNUM**
SENSITIVE ☒ SEASONAL: ☐ DURATION : **\$ 21.66 PER HOUR**
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

With guidance from Program Manager assist with program performance report including reporting on goals and objectives, 6-month reports, Annual, and final reports based on federal, state and Navajo Nation funding. Logs in and out and tracks all SAS document that have been prepared by the Program Manager. Develops electronic tracking system for following up on all documents. With supervision, makes changes to SAS documents and tracks all changes. Completes the FMIS system requirements and tracks all expenditures for payment based on approved budgets and submitted by subcontractors, schools and sub-grantees. Verifies accounts, codes and data management requirements. Follows up with subcontractors regarding reports and invoicing. Works closely with Program Manager with data management information for Program Performance Reports. Reviews and monitors subcontractors' monthly, quarterly and annual performance reports to assure that deliverables and scope of work are in compliance and slippage is being rectified. Works closely with Senior Accountant by reviewing subcontracts, grants and sub grantee budgets on a monthly basis to determine expenditure history, need for budget modifications, and transfers, and assists with preparing modifications for approval. Assures compliance with federal, state and Navajo Nation fiscal reporting requirements such as but not limited to Uniform Guidance, Rehabilitation Act, grant requirements, EDGAR, Code of Federal Regulations, IDEA, and other requirements for BIE, Federal and State funds. Researches and analyzes information using independent judgement in a complex nature regarding notice of funding opportunities, Request for Proposals, and other systems level potential funding streams. Performs special assignments to grants management activities as assigned by the Program Manager related to grant application submitted to various funding sources. Attends meetings on behalf of program, assists with program reports to DoDE Administration, OPVP and OMB.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative and management experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation
- Possess a valid State Driver's License
- Incumbent must acquire a Navajo Nation Tribal Operator's Permit within thirty (30) days of employment.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting. Knowledge of general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques. Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials. Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.